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ABSTRACT

The purpose of this self-appraisal checklist is to assist school personnel in their endeavors to improve intramural programs. The checklist is organized into eight major categories that represent essential aspects of an intramural program: philosophy and principles; organization and administration; finances, facilities, and equipments; rules and regulations; management of events; scope of the intramural program; program promotion and student recognition; and program safety. The objective of the checklist is to assist personnel in surveying and assessing an existing program and, in turn, comparing it to a quality program exemplified by the checklist items. A score comparison chart is provided at the end. (DS)

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A Self-Appraisal Checklist for Intramurals in Ohio's Elementary and Secondary Schools

ED167490

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Division of Elementary and Secondary Education
Ohio Department of Education
Columbus, 1978

in cooperation with
The Ohio Association for Health, Physical Education, and Recreation

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Introduction

The purpose of this self-appraisal checklist is to assist Ohio school personnel in their endeavors to improve intramural programs. The checklist was prepared by the Ohio Advisory Council for Physical Education and the Ohio Association for Health, Physical Education and Recreation in cooperation with the Ohio Department of Education, Division of Elementary and Secondary Education.

The checklist is organized into eight major categories which represent essential aspects of an intramural program. While the organization of the program, extent of facilities and activities available, staffing patterns, and other components of the program may vary widely among schools, the categories are represented to some degree in each school's program. The checklist, therefore, can be useful to both elementary and secondary school personnel in surveying and assessing their existing programs and, in turn, comparing them to a quality program exemplified by the checklist items.

How To Use This Checklist

The *Self-Appraisal Checklist for Intramurals in Ohio's Elementary and Secondary Schools* contains 91 items. Each item represents a criterion against which a school's program can be judged. Evaluation criteria are presented in the form of statements which describe attributes of school intramural programs. Each statement sets forth a condition which is deemed highly desirable for a quality program. The evaluator should read carefully each statement and determine as objectively as possible the extent to which the statement describes the school's program. This appraisal should be recorded by indicating the extent to which the evaluator agrees that the statement describes the school's program. This extent is indicated by circling:

4. if the evaluator *strongly agrees* that the statement describes the program
3. if the evaluator *agrees* that the statement describes the program
2. if the evaluator is *undecided*
1. if the evaluator *disagrees* that the statement describes the program
0. if the evaluator *strongly disagrees* that the statement describes the program

A 4 rating for an item suggests that the stated attribute of the school's program is very satisfactory; a 3 rating indicates the attribute is *satisfactory*. A 2 rating may identify an aspect of the program which is borderline between satisfactory and unsatisfactory. A 1 rating suggests a need for program improvement; and a 0 indicates that the stated attribute is missing from the program.

A *possible score* is given for each category and for the total program, based upon a 4 rating for each statement. The *actual score* is the total of the ratings given by the evaluator and should be compared to the *possible score* to determine the status of each category and of the total program. The "Summary of Scores" and "Score Comparison Chart" should be used to make these comparisons.

When the checklist has been completed, needed program improvements should be identified on the basis of discrepancies between actual scores and possible scores. These needed improvements should be listed by categories. The list may then give direction to continuing efforts toward improving the quality of the intramural program.

I. Philosophy and Principles

Possible Score — 28 points
Actual Score — _____points

Circle appropriate response

4 = Strongly agree
3 = Agree
2 = Undecided
1 = Disagree
0 = Strongly disagree

1. The intramural program is considered, by school personnel, as an expansion of the instructional program of physical education; and a means by which students may fulfill growth, development, and recreational needs.	**4**	**3**	**2**	**1**	**0**
2. The philosophy, principles, and objectives for the school intramural program are in writing and available to administrators, staff, students, parents, and other members of the community.	**4**	**3**	**2**	**1**	**0**
3. The stated philosophy and principles regard the school's intramural program as an integral part of the students' total educational experience.	**4**	**3**	**2**	**1**	**0**
4. Program objectives focus on activities which foster the physical, mental, emotional, and social development of the individual participant.	**4**	**3**	**2**	**1**	**0**
5. The intramural program provides a wide range of opportunities throughout the school year.	**4**	**3**	**2**	**1**	**0**
6. Participation in the intramural program is open and available to every student within the school.	**4**	**3**	**2**	**1**	**0**
7. An annual survey is conducted and the results are used to meet the needs and interests of the students.	**4**	**3**	**2**	**1**	**0**

II. Organization and Administration

Possible Score — 48 points
Actual Score — _____points

Circle appropriate response

4 = Strongly agree
3 = Agree
2 = Undecided
1 = Disagree
0 = Strongly disagree

1. The administration of the intramural program is delegated to certificated teachers whose responsibilities include planning, scheduling, organizing, supervising, and evaluating the total intramural program.	**4**	**3**	**2**	**1**	**0**
2. Program directors are selected from the physical education instructional staff or other faculty members, with knowledge, interest, and enthusiasm for quality program management, development, and expansion.	**4**	**3**	**2**	**1**	**0**
3. In matters of policy, budget, use of facilities, equipment, scheduling, and extent of participation, equal opportunity is given to the development of programs for both sexes as well as coeducational intramural activities.	**4**	**3**	**2**	**1**	**0**
4. Adequate office space, clerical help, and supplies are available for use by the intramural staff.	**4**	**3**	**2**	**1**	**0**
5. A job description outlining duties and responsibilities of the staff is available for the total intramural program.	**4**	**3**	**2**	**1**	**0**
6. The intramural program provides leadership experiences for students and auxiliary personnel through their involvement in such phases of the program as planning, organizing, officiating, directing, and evaluating.	**4**	**3**	**2**	**1**	**0**
7. Responsibilities assigned to student personnel are commensurate with their age level, ability, and experience.	**4**	**3**	**2**	**1**	**0**
8. Selection of student assistants (managers, officials) is based upon personal qualities, skills, interest in giving service to the program, and ability to work with and for others.	**4**	**3**	**2**	**1**	**0**
9. Policies, rules, and regulations governing the intramural program are developed through a cooperative effort of the staff and students involved in intramurals and are endorsed by the administrative head of the school.	**4**	**3**	**2**	**1**	**0**

10. A staffing pattern or chart is developed which specifies relationships among staff in the intramural organization.	**4**	**3**	**2**	**1**	**0**
11. All personnel involved in intramurals follow the procedures and the organizational pattern as outlined.	**4**	**3**	**2**	**1**	**0**
12. Some form of systematic evaluation is used to maintain the effectiveness of the total program.	**4**	**3**	**2**	**1**	**0**

III. Finances, Facilities and Equipment

Possible Score — 36 points
Actual Score — _____points

Circle appropriate response

4 = Strongly agree
3 = Agree
2 = Undecided
1 = Disagree
0 = Strongly disagree

1. Finances to support and maintain the intramural program are authorized and approved by the administrative head of the school.	**4**	**3**	**2**	**1**	**0**
2. Written policies and accounting procedures are established and adhered to in the management of funds and equipment.	**4**	**3**	**2**	**1**	**0**
3. Planning and scheduling of facilities are done cooperatively with other school departments and programs to insure maximum use of available facilities.	**4**	**3**	**2**	**1**	**0**
4. The facilities utilized by the intramural program are adequate, safe, and sufficient to provide activity for all who wish to participate.	**4**	**3**	**2**	**1**	**0**
5. The schedule of activities is flexible and organized at various times within the school day so that the maximum number of participants may take part.	**4**	**3**	**2**	**1**	**0**
6. Equipment and supplies are available in sufficient quantity.	**4**	**3**	**2**	**1**	**0**
7. Definite policies are established and in effect concerning proper care and maintenance of equipment used in the intramural program.	**4**	**3**	**2**	**1**	**0**
8. Community facilities and resources are used to augment and expand intramural opportunities.	**4**	**3**	**2**	**1**	**0**
9. Costs to the individual participant are kept at a minimum.	**4**	**3**	**2**	**1**	**0**

IV. Rules and Regulations

Possible Score — 36 points
Actual Score — ____points

Circle appropriate response

4 = Strongly agree
3 = Agree
2 = Undecided
1 = Disagree
0 = Strongly disagree

1. Procedures are clearly established which govern the intramural program in the following matters:
   - **a.** Who is eligible to participate — **4 3 2 1 0**
   - **b.** How individual and team activities are organized — **4 3 2 1 0**
   - **c.** Appropriate means of communication to the participants — **4 3 2 1 0**
   - **d.** Publicizing the entire program — **4 3 2 1 0**
   - **e.** Types of tournaments to be scheduled — **4 3 2 1 0**
   - **f.** Rules of play governing each sport and activity — **4 3 2 1 0**
   - **g.** Selection and assignment of officials — **4 3 2 1 0**
   - **h.** Criteria for awards and recognition of participants — **4 3 2 1 0**
   - **i.** Protests, postponements, and forfeits — **4 3 2 1 0**

V. Management of Events

Possible Score — 76 points
Actual Score — ____points

Circle appropriate response

4 = Strongly agree
3 = Agree
2 = Undecided
1 = Disagree
0 = Strongly disagree

1. The extent of the activities to be offered during the yearly program of the intramurals is based upon the following:
   - **a.** Number, age, and developmental level of students — **4 3 2 1 0**
   - **b.** Physical education instructional program — **4 3 2 1 0**
   - **c.** Student interests — **4 3 2 1 0**
   - **d.** Available school facilities — **4 3 2 1 0**
   - **e.** Available community resources and facilities — **4 3 2 1 0**
   - **f.** Available staff — **4 3 2 1 0**
   - **g.** Available financing — **4 3 2 1 0**

2. In scheduling intramural activities every effort is made to equalize levels of competition and experience of participants in both team and individual activities.	4	3	2	1	0
3. In competitive activities, every effort is made to maintain the interest of all participants throughout the schedule.	4	3	2	1	0
4. Activities are scheduled to accommodate the majority of student participants.	4	3	2	1	0
5. An effort is made to provide flexibility by scheduling activities prior to the school day, during the regular school day, after school, on weekends, and in the early evening.	4	3	2	1	0
6. Boys and girls have equal opportunity to participate in intramurals and have equal access to quality equipment, programming, and facilities.	4	3	2	1	0
7. Announcements, posting of schedules, team standings, and other forms of communication related to the intramural program are posted near the intramural office.	4	3	2	1	0
8. Records and data concerning the intramural program include the following:					
a. Individual and team rosters	4	3	2	1	0
b. Extent of total team and individual participation	4	3	2	1	0
c. Tournament standings	4	3	2	1	0
d. Organizational pattern for conducting each intramural activity	4	3	2	1	0
e. System for presentation of awards.	4	3	2	1	0
9. Records from each intramural activity are used in total program evaluation.	4	3	2	1	0

VI. Scope of the Intramural Program

Possible Score — 60 points
Actual Score — _____points

Circle appropriate response

4 = Strongly agree
3 = Agree
2 = Undecided
1 = Disagree
0 = Strongly disagree

1. The yearly program of intramurals encompasses a wide range of competitive activities in the following areas:					
a. Team sports	4	3	2	1	0
b. Individual sports	4	3	2	1	0
c. Rhythmics	4	3	2	1	0
d. Aquatics	4	3	2	1	0
e. Special interest areas	4	3	2	1	0
2. The yearly program is planned to allow the student several options for each season — fall, winter, spring.	4	3	2	1	0
3. The age and maturation of the students are considered in the selection of activities.	4	3	2	1	0
4. Activities are offered for boys, girls, and co-recreational groups.	4	3	2	1	0
5. The range of activities in the intramural program includes the following:					
a. Activities which promote the development of physical, mental, emotional, and social skills	4	3	2	1	0
b. Highly structured activities	4	3	2	1	0
c. Informally organized activities	4	3	2	1	0
d. Vigorous activities	4	3	2	1	0
e. Passive activities	4	3	2	1	0
f. Activities engaged in for pure enjoyment	4	3	2	1	0
6. Handicapped or atypical students are provided the opportunity to participate in the intramural program.	4	3	2	1	0

VII. Program Promotion and Student Recognition

Possible Score — 28 points
Actual Score — _____points

Circle appropriate response

4 = Strongly agree
3 = Agree
2 = Undecided
1 = Disagree
0 = Strongly disagree

1. Efforts are made to make every student in the school aware of the opportunities for participation in the intramural program.	**4**	**3**	**2**	**1**	**0**
2. Publications, brochures, announcements, and other means of communication are used to inform students of the existence of the intramural program and the number of activities available.	**4**	**3**	**2**	**1**	**0**
3. An ongoing program of public relations is used to communicate consistently the objectives, values, and activities of the intramural program to staff, students, parents, and members of the school community.	**4**	**3**	**2**	**1**	**0**
4. Opinions from participants, school personnel, and community members involved in the intramural program are sought in an effort to improve the total program.	**4**	**3**	**2**	**1**	**0**
5. There is a system of recognition for students who participate in the intramural program.	**4**	**3**	**2**	**1**	**0**
6. Recognition is given for service to the intramural program.	**4**	**3**	**2**	**1**	**0**
7. The monetary value of any award is kept to a minimum.	**4**	**3**	**2**	**1**	**0**

VIII. Intramural Program Safety

Possible Score — 52 points
Actual Score — _____points

Circle appropriate response

4 = Strongly agree
3 = Agree
2 = Undecided
1 = Disagree
0 = Strongly disagree

1. Lines of communication are established between the intramural director and the school health service department so that the intramural staff can be aware of students' medical problems.	**4**	**3**	**2**	**1**	**0**
2. Less strenuous activities are provided for students with physical handicaps.	**4**	**3**	**2**	**1**	**0**
3. Parent's or physician's permission is required for participation in strenuous activities following prolonged illness, injury, or history of medical problems.	**4**	**3**	**2**	**1**	**0**
4. Provision is made for proper supervision by faculty during all aspects of the intramural program.	**4**	**3**	**2**	**1**	**0**
5. Officials are well trained and safety conscious.	**4**	**3**	**2**	**1**	**0**
6. Equipment and facilities are inspected regularly to help insure the safety of all participants.	**4**	**3**	**2**	**1**	**0**
7. Safety equipment is provided as needed for various activities.	**4**	**3**	**2**	**1**	**0**
8. Safety awareness is emphasized to participants.	**4**	**3**	**2**	**1**	**0**
9. First aid equipment is readily available.	**4**	**3**	**2**	**1**	**0**
10. The intramural staff is aware of procedures to be followed in accidents, injuries, and other emergency situations.	**4**	**3**	**2**	**1**	**0**
11. All accidents, injuries, and incidents of an emergency nature are immediately reported in writing to the school administration.	**4**	**3**	**2**	**1**	**0**
12. Approved forms of transportation are authorized and provided when intramural activities are conducted after normal school hours or away from the school premises.	**4**	**3**	**2**	**1**	**0**
13. Parental permission forms are required of all students who participate in intramural activities away from school premises.	**4**	**3**	**2**	**1**	**0**

Summary of Scores

		Possible Score	Actual Score
Part I.	Philosophy and Principles	28	_____
Part II.	Organization and Administration	48	_____
Part III.	Finances, Facilities, and Equipment	36	_____
Part IV.	Rules and Regulations	36	_____
Part V.	Management of Events	76	_____
Part VI.	Scope of the Intramural Program	60	_____
Part VII.	Program Promotion and Student Recognition	28	_____
Part VIII.	Intramural Program Safeguards	52	_____
	Total Score	364	_____

Score Comparison Chart

The asterisks on the diagram below indicate the highest score possible in each category. Chart the actual score based on your evaluation to determine strong and weak areas of your school's intramural program.

Points	Philosophy and Principles I	Organization and Administration II	Finances, Facilities and Equipment III	Rules and Regulations IV	Management of Events V	Scope of Intramural Program VI	Program Promotion and Student Recognition VII	Intramural Program Safeguards VIII
80								
75					***			
70								
65								
60						***		
55								
50								***
45		***						
40								
35			***	***				
30								
25	***						***	
20								
15								
10								
5								
0								

Forward for review as applicable to the following staff:

Physical Education Teacher	Intramural Director
Department Chairman	Principal
Supervisor	Superintendent

A Summary of Needed Improvements

I. Philosophy and Principles

II. Organization and Administration

III. Finances, Facilities, and Equipment

IV. Rules and Regulations

V. Management of Events

VI. Scope of the Intramural Program

VII. Program Promotion and Student Recognition

VIII. Intramural Program Safeguards

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